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THE IRS POSSIBILITY

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THE OPPORTUNITY

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Open Letter

TO PRESIDENTS, DEANS, AND FACULTY

The IRS realizes that one of your mandates includes creating the best possible future for your students, providing the door of opportunity and facilitating the career choice that is right for them.

Your students are our future. That is why the Internal Revenue Service created the IRS Campus Executive Program.

The role of the IRS Campus Executive is to assure that we are meeting your needs and those of your students, that the IRS recruitment message is getting out—to students, placement officials, faculty and administrators. Our goal is to keep the dialogue open. Tell us about your concerns, likes and dislikes, what we can do to improve the IRS recruitment program on your campus. You may have a student interested in a career with the IRS that you would like to tell us about personally or you may be in need of an Executive Speaker for one of your functions. We can assist you with curriculum development, guest instructor assignments, job fairs or career seminars of particular interest. The IRS Campus Executive is readily available to assist you.

Please take a few moments to look over this introduction to the Internal Revenue Service. The IRS has many exciting careers to offer your students.

Our Culture

If your students are looking for an organization that values people first and a chance to work with professionals who give their best, the IRS is looking for them! The IRS offers a wealth of opportunity for innovative, talented, people. Our beliefs are:

- ▶ hire resourceful, energetic people
- ▶ train them well
- ▶ foster productivity and personal development
- ▶ demand high ethical standards
- ▶ offer a diversity of career paths
- ▶ fulfill our mission in a manner that earns the respect and confidence of the American public

Our Job Opportunities

We invite your students to examine the scope of opportunities that await them at the Internal Revenue Service. We are looking for talented people who are studying/interested/experienced in accounting, liberal arts, finance, mathematics, tax administration, business administration, economics, computer science, law and criminology. These skills could develop into exciting careers.

Your Students' Development

We have the largest professional training organization of any civilian agency and our extensive customized training programs combine classroom and on-the-job experience to give your students the know-how and confidence to work in their chosen field right away. They will enter the IRS as a trainee and advance rapidly to a fully trained experienced professional within two to three years.

We also offer continuing professional education throughout your students' career to keep their skills sharp and promote their personal development.

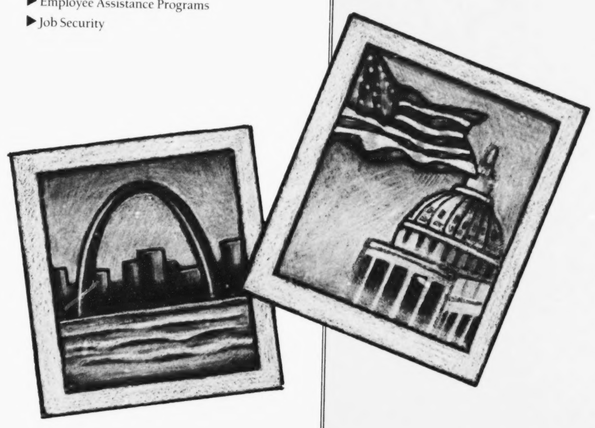
Your Students' Future

IRS boasts one of the finest executive and managerial selection and development programs in the Federal Government. If your students choose to make the move from senior professional to manager, they would receive highly specialized classroom instruction and developmental work assignments both before and after permanent placement in managerial positions.

Your Students' Benefits

Your students will enjoy an excellent quality of life at the IRS including:

- ▶ 10 paid holidays, 13 vacation days, plus 13 days of allowable sick leave the first year
- ▶ Flexible working hours. With supervisory approval, employees may set their own hours
- ▶ Flexible work locations. We have offices in most major cities throughout the country—seven regional offices, sixty-three district offices, ten service centers, and two computing centers
- ▶ Excellent Insurance and Retirement Benefits
- ▶ Child Care facilities and Fitness Centers in several cities
- ▶ Incentive Awards Programs
- ▶ Employee Assistance Programs
- ▶ Job Security



There is no better time than now to examine the scope of opportunities that are available at the Internal Revenue Service. Look at the following major occupations to discover where your students' background and interests may lead.

Discover The Opportunities At The Internal Revenue Service

REVENUE AGENT. The IRS is the largest single employer of professional accountants in the world. Revenue Agents are professional accountants who have daily contact with taxpayers, tax attorneys, and certified public accountants. Some of our Revenue Agents examine and audit the books of individual and corporate taxpayers to determine their correct federal tax liabilities. Others perform highly specialized work involving review of retirement plans and tax exempt organizations. If your students are looking for a chance to combine their accounting and communication skills, they should consider the Internal Revenue Agent position.

Academic Qualifications: Bachelor's degree; 24 semester or 36 quarter hours in Accounting, (up to 6 semester/9 quarter hours of business law may be substituted for accounting).

REVENUE OFFICER. Revenue Officers ensure compliance with the tax laws by collecting delinquent taxes and returns. Most of this work is performed away from the office and requires an unusual amount of self-reliance and tact. Revenue Officers also must exercise sound judgement, resourcefulness, and flexibility. If your students are seeking a challenging and rewarding career with excellent advancement opportunities, they should seriously consider the Revenue Officer occupation.

Academic Qualifications: Bachelor's degree in any field of study.

TAX AUDITOR. The opportunity to help people resolve important tax issues is the role of a Tax Auditor. Based on information provided by individual wage earners, businesspeople, professionals, and other taxpayers, Tax Auditors make determination of tax liability. Necessary information may be gathered at the office or the taxpayer's place of business. Working as a Tax Auditor, your students will become specialists in resolving a variety of federal income tax questions. Excellent training and developmental opportunities are available as a Tax Auditor.

Academic Qualifications: Bachelor's degree in any field of study or four years of college level study.

SPECIAL AGENT. Special Agents investigate charges of criminal and civil violations of the Internal Revenue Code, generally involving tax fraud. After extensive training, your students will receive investigative assignments as difficult, complex and challenging as any within the Federal Government. They will deal with people from all walks of life—individual proprietors, corporations, officers, owners and directors of large and small business enterprises and corporate attorneys, judges and other law enforcement agencies. Working as a Special Agent, your students will find a career that is challenging and action-oriented.

Academic Qualifications: Bachelor's degree with 24 credit hours of accounting and related subjects (15 accounting and 9 related may be substituted for the above).

HUMAN RESOURCES SPECIALIST. Opportunities exist in our Resources Management area where essential day-to-day support services are provided to the other divisions within the IRS. These include Recruitment, Hiring, Training, Position Classification, Employee Benefits, Employee Relations, Union Relations and Employee Assistance Programs. Great variety, diversity and creativity await your students as a Human Resources Specialist.

Academic Qualification: Bachelor's degree in any field of study.

COMPUTER SPECIALIST. The IRS has some of the most extensive and complex computer needs in the world, and the agency hires a large number of Computer Specialists each year. Positions for programmers and analysts are available at the National Office and in the large field offices around the country. Such jobs involve the development and testing of computer programs for processing various types of tax returns, computer systems analysis and computer equipment analysis.

Academic Qualifications: Bachelor's degree in any field of study. Mathematics, accounting, information systems management, statistics, business administration, computer science, or a data processing related field is a good background for the computer specialist position.

TAXPAYER SERVICE SPECIALIST. As a Taxpayer Service Specialist, your students will receive extensive tax law training and be required to exercise discretion, independent judgement, analytical ability, and interpersonal skills in an effort to assist taxpayers with complex questions and problems. The Taxpayer Service Specialist may also be called upon to make public appearances in order to discuss tax issues with groups of citizens or on radio and TV call-in shows.

Academic Qualifications: Bachelor's degree in any field of study.

QUALIFICATION REQUIREMENTS AND HOW TO APPLY

A career with the IRS is worthy of your students' consideration. If they're looking for a job they can live with, have them contact their IRS Recruiter for more information about qualification requirements and application procedures.

Why choose the IRS?

The IRS is the largest accounting firm in the world and the largest bureau within the U.S. Department of Treasury.

More than 120,000 professionals from diverse backgrounds and fields of study find challenging work throughout the Internal Revenue Service.

The challenge, the opportunity, the future are just a few of the reasons why.

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